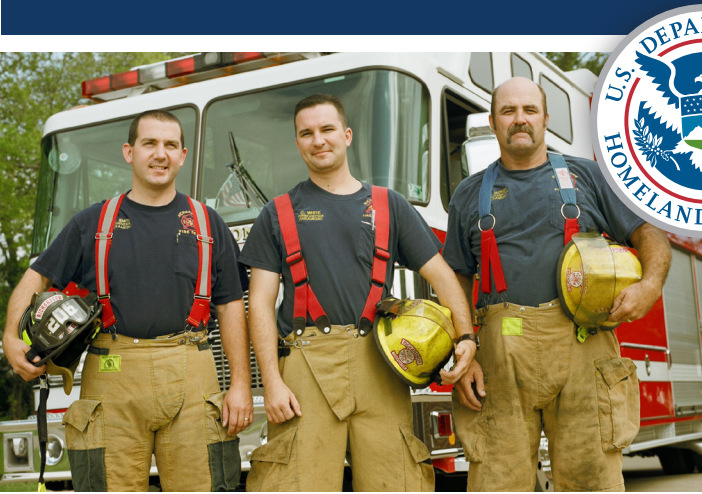


Assistance to Firefighters Grant Program (AFG)



FEMA

AFG Narrative Get Ready Guide 2016

The Assistance to Firefighters Grants application period will be opening soon. This handy guide will give you a kick-start in prepping your grant application. It will also better prepare you to thoroughly answer application questions.

The primary goal of the AFG Program is to meet the firefighting and emergency response needs of fire departments, nonaffiliated emergency medical service organizations, and State Fire Training Academies (SFTA). AFG has helped firefighters, emergency medical responders, and SFTAs obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

Be prepared to thoroughly explain, document, and provide background information on the following five areas:

- Organization (and the community you serve)
- Financial Need
- Project Description/Budget justification
- Operations and Safety/Cost Benefit
- Statement of Effect/Impact on Daily Operations

The following questions can help you formulate comprehensive answers on your application. Begin your discussion with a brief (no more than three sentences) opening statement as to what you are requesting and why. Then discuss the following:

Organization and the Community Served

- In your own words, describe your organization.
- What are your special needs required to serve the community?

- Describe any special hazards in your community.
- What are the demands of your organization based on the needs of the community?

Financial Need

- Why do you need federal assistance and is it consistent with the intent of the AFG program?
- Describe your financial distress, including budget constraints
- Describe what attempts have been made to secure funding elsewhere and why financial distress is out of your control

Project Description and Budget Justification

- Clearly discuss project objectives and their relationship to budget and risk analysis.
- Explain how the proposed expenses are linked to completion of the project.
- Describe how the various activities applied for are consistent with project objectives, your mission, and local requirements
- For the most competitive application, select those need(s) that most closely align with the highest AFG program priority(ies).

Example: Organization “X” has *local needs* for an additional Fire Boat (> 20 feet) for their fleet, advanced Marine Firefighter training for members, and new PPE turnout gear to replace their entire 20 year old inventory.

1. Fire Boats are Low **L** priority for all organizations;
2. Marine Firefighter training is a Medium **M** priority for all organizations, but
3. Replacing obsolete PPE turnout gear is a High **H** priority for all organizations.

Organization “X” is eligible to apply for all three activities (Fire Boat under Vehicle Acquisition, and Marine Firefighting and PPE under Operations and Safety), but among these local needs, the PPE request (which matches the High **H** AFG program priority) will be the *more competitive* application with the best chance of being funded.

Operations/Cost Benefit

- What is the benefit to your department if the grant is awarded?
- How will you address the operations and personal safety needs of your organization, including cost effectiveness and sharing assets?
- Include details about gaining the maximum benefits by citing required costs.
- Will the requested items lower or increase your department’s operating costs?
- Is the request consistent with your mission?

Statement of Effect

- What effect will your request, if funded, have on overall effectiveness, daily operations, and the reduction of common risks?
- How frequently will the items be used and in what capacity?
- What impact will this project have on your community and the saving of lives and property?



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Questions regarding your grant award can be directed to FEMA’s Grant Programs Directorate (GPD) AFG Program staff at 866-274-0960 or e-mail firegrants@dhs.gov.